

EVENT NAME GBCFC's Spring Seedling Sale
EVENT LOCATION Flint St between Court & Ridge

EVENT DATES AND TIMES

Setup Date	5/17/2014	Setup Start Time	730am
Event Start Date	5/17	Event End Date	5/17
Daily Event Start Time	9am	Daily Event End Time	1pm
Dismantle Date	5/17	Dismantle End Time	230pm

EVENT DESCRIPTION

(To be included on the City of Reno's Website Special Events Calendar – maximum of 275 characters)

The 6th Annual Spring Seelding Sale is the day when our local farmers all bring a variety of seedlings for sale as well as gardening resources.

ON SITE CONTACT Nicole Sallaberry ON SITE NUMBER 7753246133 x106

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to, Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. **Indemnification of the City of Reno.** By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

EVENT COORDINATOR'S SIGNATURE

EVENT COORDINATOR'S NAME Nicole Sallaberry

TYPE OF EVENT

See FAQ for clarification of event types

- ☐ Special Activity
☐ Special Event – Parks
☒ Special Events – Street / Sidewalk Occupancy

**EVENT WILL INCLUDE
(check all that apply)**

- ☐ Amplified Sound/Multimedia
Attachment A Required
☒ Street/Sidewalk Occupancy
Attachment B Required
☐ Alcohol Service
Attachment C Required
☒ Vendors/Exhibitors
Attachment D Required
☐ Privileged Sales
Attachment E Required
☐ Event Set-Up
Attachment F Required
☐ Park Usage
Attachment G Required
☒ Food/Beverage Service
*Contact Washoe County
Environmental Health Services
(775) 328-2620*

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

HOST ORGANIZATION	Great Basin Community Food Cooperative		EVENT COORDINATOR	Nicole Sallaberry	
MAILING ADDRESS	240 Court St		CITY/STATE/ZIP	Reno, NV 89501	
DAYTIME PHONE	7753246133	CELL PHONE	775815 5848	FAX	none
WEBSITE	www.greatbasinfood.coop		EMAIL ADDRESS	nicole@greatbasinfood.coop	
ONSITE CONTACT	Nicole Sallaberry		CELL PHONE	7758155848	
PUBLIC CONTACT	Nicole Sallaberry		DAYTIME PHONE	same	
FEDERAL TAX ID	45-4091773		<input type="checkbox"/> HOST ORGANIZATION IS NON-PROFIT <small>Proof of current non-profit status <u>must</u> be included with application.</small>		
ANTICIPATED ATTENDANCE: DAILY <u>800</u> TOTAL <u>800</u>					
<input checked="" type="checkbox"/> OPEN TO THE PUBLIC <input type="checkbox"/> ADMISSION WILL BE CHARGED \$ _____					

↓ FOR CITY OF RENO OFFICE USE ONLY ↓					
Application Processing Fee* 0-49 Vendors	<input type="checkbox"/>	\$103.00			
Application Processing Fee* 50+ Vendors	<input type="checkbox"/>	\$258.00		DATE ENTERED	
Temporary Vendor Business License	<input type="checkbox"/>	\$ 15.00 x		FAX TO	
Temporary Alcohol Permit, 1 Booth/Day	<input type="checkbox"/>	\$ 55.00 x			<input type="checkbox"/> Fire
Temporary Alcohol Permit, Add'l Booth/Day	<input type="checkbox"/>	\$ 22.00 x			<input type="checkbox"/> Zoning
Fire Inspection	<input type="checkbox"/>	\$111.00			<input type="checkbox"/> Health
Additional Fire Permits	<input type="checkbox"/>	TBD	Refer to "FD" Section	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
City Service Fee	<input type="checkbox"/>	TBD	Actual Cost of City Services	Reason Incomplete:	
Late Fee	<input type="checkbox"/>	TBD	Refer to Reno Municipal Code		
Application fees must be paid at the time the application is submitted and are not refundable under any circumstances					
TOTAL FEES					
TOTAL PAID					
				INITIALS	

SPECIAL EVENT & ACTIVITY PERMIT APPLICATION ATTACHMENT D

VENDOR AND EXHIBITOR INFORMATION

Please submit an initial vendor list with application.

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity/event.

A vendor is any business, enterprise, trade, occupation, calling, profession, vocation, or activity engaged in, conducted or carried on by any person, his agent or employee for the purpose of direct or indirect gain, benefit or advantage within the city. This includes, but is not limited to the sale of goods, services, food and beverages or the disbursement of flyers, samples or other advertising materials.

As the Event/Activity Organizer, I understand it is my responsibility to:

- Collect and submit all State or other entity-required, taxes and fees.
- Ensure all vendors and exhibitors have a valid annual City of Reno business license, OR
- Pay for temporary licensing fees for unlicensed vendors and exhibitors.
- Ensure that all food and/or beverage vendors obtain and display special food vending permits from the Washoe County Health Department.*

**Note: Food permit applications can be obtained from the Washoe County Health Department, Environmental Services. More information on food vending permits may be obtained by calling 775.328.2620.*

Event Name GBCFC's Spring Seedling Sale Event Date 5/17/2014
Number of Vendors/Exhibitors TBA- (40-50?)

Use the following page (and additional pages if necessary) to indicate the vendors/exhibitors participating in your activity.

- Food and beverage vendors, vendors selling merchandise and all exhibitors who will be advertising need to be listed.
- Individual non-profit vendors/exhibitors that will be present also need to be listed; however, if proof of their non-profit status is included, then temporary vendor fees will not apply.

VENDOR/EXHIBITOR LIST

A final list of vendors and exhibitors is due at least fifteen (15) days prior to the activity.

BUSINESS NAME	ITEM(S) OR TYPE OF PRODUCT	BUSINESS PHYSICAL ADDRESS	CITY OF RENO BUSINESS LICENSE #